

Quotation Request //

US Government Publishing Office

Northwest Region
infonorthwest@gpo.gov
Washington DC 20401-0000

JACKET:777-291

Quotations are Due By:
(Eastern Time)2:00 PM on 02/27/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: VAPORHCS #10 Window Envelopes

QUANTITY: 300000 *^* Window envelopes with diagonal seams and large flap. (Including 200 "Blue Label Random Copies").

Vendor must submit quotes via Quick Quote (<https://contractorconnection.gpo.gov>). Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to GPO's Procurement Support Branch at 202-512-0526. Also note the "quotes due by" time will be Eastern Time. 2PM Eastern time equals 11AM Pacific time.

TRIM SIZE: 4-1/8" x 9-1/2"

PAGES: Face only

SCHEDULE:

Furnished Material will be available for pickup by 02/28/2023

Deliver complete (to arrive at destination) by 04/11/2023

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to VHAPOR-SCMReprographics@va.gov; jeffery.campbell1@va.gov; Jose.Delgado@va.gov and to infonorthwest@gpo.gov. Call Jeffery Campbell 360-696-4061 x33423 to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 777-291". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

BILLING: Contractor is expected to submit their invoice package through the GPO gateway within 30 DAYS after the product has delivered. Please visit <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid> for information on how to get paid. Questions on payment status can be directed to invoice-inquiry@gpo.gov. Questions on how to get paid can be directed to infoseattle@gpo.gov.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

CONTACT INFORMATION:

Contract Administrator: Maria Bailey, mab Bailey@gpo.gov

Proofs: VHAPOR-SCMReprographics@va.gov; jeffery.campbell1@va.gov; Jose.Delgado@va.gov.

Distribution Notices: VHAPOR-SCMReprographics@va.gov; jeffery.campbell1@va.gov;

Jose.Delgado@va.gov. Infonorthwest@gpo.gov

Quality Control for Procured Printing: QCPP: qcphp@gpo.gov or 202-512-0542

Copy consists of return address (type, rules, and logo) in blue ink.

Die-cut a 1-1/8 x 4-1/2" window with rounded corners, located 7/8" from the left edge and 1/2" from the bottom edge. Cover window with clear plastic or glassine.

MATERIAL FURNISHED: Contractor to receive. PDF files available via email. Contractor to contact the Northwest Region team to arrange transmission of files.

The "Sample #10 Env construction (Diagonal w-lg flap)" PDF file is to be used as a guide for the construction of the envelope only; return address copy is not common to copy that prints.

NOTE: Contractor must follow the attached "Sample #10 Env construction (Diagonal w-lg flap)" PDF file for construction requirements.

The "VAPORHCS #10 Window Artwork" PDF file is to be used for copy that prints (this is the file with a rule above the "OFFICIAL BUSINESS" typeline). Contractor to mask out trimlines, instructions, and all copy outside of trimlines.

ELECTRONIC PREPRESS -- Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* V20, White Wove Envelope, Basis Size 17 X 22" Basis Weight 24#
Open side with regular gummed flap and diagonal seams and with large flap.

NOTE: Envelopes MUST be constructed with diagonal seams and larger flaps per the "Sample #10 Env construction (Diagonal w-lg flap)" PDF file sample attached.

COLOR OF INK:

Pantone 541 (blue)

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow and image position. Proof will not be used for color match.

NOTE: Proof must show method of construction; window; and artwork placement.

Email proof to vhapor-forms&pubs@va.gov; jeffery.campbell1@va.gov. Contact agency (360)696-4061 x33423 to verify receipt of proof. Subject line of proof must indicate "PROOF for Jacket 777-291; Requisition Number 3-00009-648B30006".

Proofs will be withheld not more than 1 workday from receipt by the Government to receipt in contractor's plant. Contractor must not print prior to receipt of an "OK to print".

PACKING:

Use GPO form 905 to mark all shipping containers.
Pack in cartons.
Box in units of 500. Pallets required.
Mark all shipping containers with Requisition Number 2-00029-648B20002

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the agency.

A copy of the purchase order and a signed Certificate of Selection of Random Copies must be included.

DISTRIBUTION:

VA Portland Health Care System
Reprographics - GPO - Stock
1601 E. Fourth Plain Blvd, Bldg 2, Warehouse
ATTN: REPRO-GPO-STOCK (Requisition # 3-00009-648B30006)
Vancouver, WA 98661

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

- Inspection Levels (from ANSI/ASQC Z1.4):
- (a) Non-destructive Tests -- General Inspection Level I.
 - (b) Destructive Tests -- Special Inspection Level S-2.
- Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=777291>